

<p align="center"><b>MAINTENANCE CONTRACT</b></p> <p align="center">(See instructions on reverse)</p>	<p><b>CONTRACT NO.</b> 00-25-2-30</p>
	<p><b>DATE OF CONTRACT</b></p>
<p><b>NAME AND ADDRESS OF CONTRACTOR</b></p> <p>Otis Elevator Company 619 E. Ship Creek Avenue, Ste. 301 Anchorage, AK 99501</p>	<p><b>CHECK APPROPRIATE BOX</b></p> <p><input type="checkbox"/> Individual  <input type="checkbox"/> Partnership  <input checked="" type="checkbox"/> Incorporated in the State of NJ  <input type="checkbox"/> Joint Venture</p>
<p><b>DEPARTMENT OR AGENCY</b> Transportation and Public Facilities</p>	
<p><b>CONTRACT FOR (Work to be performed)</b> The work consists of providing preventive maintenance and inspection services for elevator and escalator equipment in the Fairbanks Court Building, Fairbanks Regional Office Building and Fairbanks Parking Structure, all work in accordance with the contract documents and technical specifications.</p>	
<p><b>PLACE</b> Fairbanks, Alaska</p>	
<p><b>AMOUNT OF CONTRACT (Express in words and figures)</b> Five Thousand Seven Hundred and Thirty Six Dollars and No Cents. \$5,736.00</p>	
<p><b>ADMINISTRATION DATA (optional)</b> Federal Tax ID Number _____ Owner's Social Security Number _____</p>	
<p><b>THIS CONTRACT</b>, entered into this date by the State of Alaska, hereinafter called the State, represented by the Contracting Officer executing this contract, and the individual, partnership, or corporation named above, hereinafter called the Contractor, witnesseth that the parties hereto do mutually agree as follows:</p> <p><b>STATEMENT OF WORK.</b> The Contractor shall furnish all labor, and if required, equipment and materials, and perform the work above described for the amount stated above in strict accordance with the specifications and conditions all of which are made a part hereof and designated as follows:</p>	
<p><b>WORK SHALL BE STARTED</b> Upon Receipt of Notice to Proceed</p>	<p><b>WORK SHALL BE COMPLETED</b> June 30, 2004</p>

2001 JUL 30 AM 11 03  
 DIVISION OF GENERAL  
 SERVICES & SUPPLY

ALTERATIONS. The following changes were made in this contract before it was signed by the parties hereto:

In witness whereof, the parties hereto have executed this contract as of the date entered on the first page hereof.

STATE OF ALASKA

CONTRACTOR

By *Ronald D. Swarthout*

By *Teresa L. Collier*

(Signature)

*for* Ralph D. Swarthout, P.E.

Teresa L. Collier  
(Typed or Printed Name)

Director, Maintenance and Operations  
(Official Title)

Contract Administrator  
(Title)

INSTRUCTIONS

1. This form shall be used, as required by State regulations, for contracts for the construction, alteration, or repair of public buildings or works.
2. The full name and business address of the Contractor must be inserted in the space provided on the face of the form. The Contractor shall sign in the space provided above with his usual signature and typewrite or print name under all signatures to the contract and bonds.
3. An officer of a corporation, a member of a partnership, or an agent signing for the Contractor shall place his signature, typed or printed name, and title after the word "By" under the name of the Contractor. A contract executed by an attorney or agent on behalf of the Contractor shall be accompanied by two authenticated copies of his power of attorney, or other evidence of his authority to act on behalf of the Contractor.

# STATE OF ALASKA

## DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

### NORTHERN REGION MAINTENANCE AND OPERATIONS

2301 PEGER ROAD  
FAIRBANKS, ALASKA 99709-53  
PHONE: (907) 451-2204  
TDD: (907) 451-2363  
FAX: (907) 451-5263

April 29, 1999

Re: Elevator Maintenance  
Fairbanks Court Building, Regional  
Office Building and Parking Structure  
00-25-2-30

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
Teresia L. Collier, Contract Administrator  
Otis Elevator Company  
619 E. Ship Creek Avenue  
Suite 301  
Anchorage, AK 99501

LETTER OF AWARD/  
NOTICE TO PROCEED


Dear Ms. Collier:

The contract documents requested by the Letter of Intent to Award have been received. These documents are accepted and approved, and your conformed copy of the Contract is enclosed. This is your official Notice to Proceed with the work called for in this Contract.

This project will be under the general direction of Ralph D. Swarthout, P.E., Director of Maintenance and Operations, and under the immediate supervision of Jim Little, Buildings Maintenance Manager, or his designee.

All contacts on operation of the project and technical matters in connection therewith should be with Jim Little, or his designee.

Sincerely,

  
Ralph D. Swarthout, P.E.  
Director, Maintenance and Operations

JHL/sal

Enclosure

cc: Larry Kraus, w/copy of contract  
Wade Romans, w/copy of contract  
Sue Allen, w/copy of contract  
Dept. of Labor, w/copy of Contract

Bid Schedule  
Elevator Maintenance

[1]

[2]

[3]

Location/Facility	Equipment Description	Monthly Maintenance (Price/Month)	Emergency Call-backs (Price/Event)	TOTAL FACILITY BID
Fairbanks: Regional Office Building	<p>Otis Passenger Elevator</p> <p>TOTAL</p>	<p>\$ 167.85 x 12</p> <p>\$ 2,014.20 +</p>	<p>\$ 0 x 6</p> <p>\$ 0 =</p>	<p>\$ 2,014.20 ✓</p>
Fairbanks: Parking Structure	<p>Otis Passenger Elevator</p> <p>TOTAL</p>	<p>\$ 167.85 x 12</p> <p>\$ 2,014.20 +</p>	<p>\$ 0 x 6</p> <p>\$ 0 =</p>	<p>\$ 2,014.20 ✓</p>
Fairbanks: DOT&PF Northern Region Complex Heavy Equipment Building	<p>U.S. Freight Elevator Cheney Vertical Platform Lift</p>	<p>\$ 161.43 \$ 42.02</p>	<p>\$ 0 \$ 0</p>	
Maintenance & Operations Building (Both at 2301 Peger Road)	<p>Cheney Vertical Platform Lift SUBTOTAL</p> <p>TOTAL</p>	<p>\$ 42.02 \$ 245.47 x 12</p> <p>\$ 2,945.64 +</p>	<p>\$ 0 \$ 0 x 6</p> <p>\$ 0 =</p>	<p>\$ 2,945.64 ✓</p>
Nome: State Office Building (Bi-monthly service)	<p>Otis Passenger Elevator</p> <p>TOTAL</p>	<p>\$ * x 6</p> <p>\$ +</p>	<p>\$ x 6</p> <p>\$ =</p>	<p>\$ No Bid</p>
*Price per bi-monthly service				

## TECHNICAL SPECIFICATIONS

### I. SCOPE OF WORK

The Contractor shall provide all labor, supervision, tools, equipment, materials (except as specified) and transportation to:

- A. Perform preventive maintenance services and code-mandated safety/mechanical inspections and tests on specified elevator and escalator equipment.
- B. Replace worn and defective "consumable" parts, and adjust equipment for proper operation, following manufacturer's recommendations and code requirements.

Not included in the contract scope are:

- A. Rebuilding or replacement of major elevator components, such as elevator machines, motor-generator sets and ropes.
- B. New construction or modification of existing equipment.
- C. Repair of damage caused by negligence or misuse of elevator equipment by others than the Contractor.
- D. Repair of damage caused by fire, flood or other disaster.

### II. CONTRACTOR'S QUALIFICATIONS

The Contractor shall have an established record of satisfactorily maintaining equipment of the types identified on the Bid Schedule, and shall possess the capability, including qualified technicians, technical expertise and support infrastructure, to provide all services called for by these specifications.

All work shall be performed by journeymen elevator mechanics directly employed and supervised by the Contractor. No work shall be subcontracted, except that major components may be rebuilt by qualified suppliers.

Before contract award is made, bidders will be required to furnish a statement of qualifications for review and approval by the Contracting Officer

### III. COMPLIANCE WITH SAFETY CODES

The Contractor shall maintain elevator equipment in compliance with the latest adopted edition of the Safety Code for Elevators and Escalators (ASME/ANSI A17.1) and all other applicable codes and regulations in effect in the jurisdiction where the equipment is located. The Contractor shall promptly report to the regional Project Manager all known equipment deficiencies and provide prompt cost proposals for corrective work outside the scope of this contract, which may be required by the State Elevator Inspector, other code enforcement authorities or the regional Project Manager.

#### IV. WORKING HOURS AND CONDITIONS

Services may be performed during normal State business hours (8:00 a.m. to 5:00 p.m. weekdays). To prevent unnecessary disruption to State operations, the Contractor shall coordinate with the designated State contact person at each facility all planned equipment shutdowns, and all work to be performed outside of normal business hours.

#### V. PREVENTIVE MAINTENANCE SERVICES

- A. Unless superseded by more stringent requirements of these specifications, conform to requirements of the ASME/ANSI A17.1 Code, Section 1206, MAINTENANCE.
- B. Perform the following services once a month, or at more frequent intervals if recommended by the equipment manufacturer:
  - 1. Perform a complete operational check of each elevator, escalator and dumbwaiter. Check starting, operating, leveling and stopping parameters, including proper operation of elevator car and hoistway doors. Adjust or repair equipment as required to maintain operation within manufacturer's tolerances and ASME/ANSI A17.1 Code requirements.
  - 2. Check all hall and car position indicators and signals, and car lighting (including emergency) fixtures; replace burned-out lamps. Replace escalator comb plates which have broken teeth.
  - 3. Check operating components requiring periodic lubrication. Lubricate as necessary, following manufacturer's recommendations and specifications.
  - 4. Maintain machine rooms, hoistway pits, elevator car tops, escalator drip pans, including equipment in these areas, in clean condition. Remove excessive lubricant and wipe up oil leaks.

Elevator Maintenance—  
State Facilities (1999-2004)  
M3-512D

- C. Perform periodic inspections and tests of elevator, dumbwaiter and escalator equipment at intervals required by the ASME/ANSI A17.1 Code, Part X, or other governing authority, if more stringent.
- D. Deliver copies of test reports to regional Project Manager within thirty (30) days after performing required tests.

VI. REPLACEMENT PARTS

- A. Within thirty (30) days after contract award, the Contractor shall provide a local stock or identify a local source for high-mortality parts and consumable items for all elevators serviced at each locality.
- B. The Contractor shall demonstrate in-stock warehouse availability of major parts for replacement of door operator components, controller parts and electronic modules, door protective devices, hangers, bearings, hoistway switches and contacts.
- C. The Contractor shall maintain sources of supply so that other major components are available and can be delivered within three (3) days, if a major breakdown occurs.
- D. If parts not readily available are required, the Contractor shall make every effort to perform emergency repairs that will allow safe operation of the equipment within the shortest practicable time. All reports will be considered temporary and incomplete until standard parts are procured and installed. If parts not in stock are needed, the Contractor shall make every effort to obtain the parts with the least practicable delay. Replacement parts shall meet the elevator equipment manufacturer's specifications in all respects.
- E. Within the contract scope of work, the Contractor shall provide all consumable parts, components and supplies required to maintain the equipment in service. "Consumable" parts are defined as having a typical service life of less than one year or costing two hundred dollars (\$200) or less each, f.o.b. jobsite, excluding any supplier's handling charge.
- F. If major replacement parts are required, the Contractor shall provide them and invoice the State at the Contractor's actual cost f.o.b. jobsite, plus fifteen percent (15%). "Major" parts are defined as costing over two hundred dollars (\$200) each, f.o.b. jobsite, excluding any supplier's handling charge.
- G. The Contractor shall guarantee all replacement parts for a period of ninety (90) days, and replace such parts failing during this period at no additional cost to the State.

VII. MAJOR REPAIRS

- A. A "major repair" is defined as furnishing and installing necessary "major" replacement parts (see Technical Specification VI.F) beyond the scope of specified periodic inspection and preventive maintenance services.



- B. After determining, as far as practicable, the extent of major repairs needed to restore defective equipment to full service, the Contractor shall provide the regional Project Manager with a written proposal outlining the scope of repairs, a cost estimate and an estimated time for completion. The Contractor shall not proceed with major repairs until directed to do in writing by the regional Project Manager. The final change order price for major repairs shall be determined in accordance with General Condition 10.3.

#### VIII. EMERGENCY SERVICE

To maintain elevator equipment fully operational at all times, the Contractor shall provide emergency or call-back service on an as-needed basis. Such call-back service shall be provided twenty-four (24) hours per day, seven (7) days per week.

Response to a call-back shall consist of providing an elevator mechanic on-site within twenty-four (24) hours (or to arrive on the first scheduled air transportation) after being notified of an elevator breakdown by the regional Project Manager. For facilities located within the corporate limits of Anchorage, Fairbanks and Juneau, the Contractor shall respond to call-backs within (4) hours. For bidding purposes only, it is assumed that emergency call-back service will be required six (6) times per year per elevator, escalator, dumbwaiter and platform lift.

#### IX. INSPECTIONS

The Contractor shall perform an annual survey of all elevator equipment covered by this contract and provide the regional Project Manager with a written report, including any noted functional or code compliance deficiencies. The survey shall be conducted by a qualified person at a supervisory level, independent of the elevator technician(s) performing other specified work.

#### X. SERVICE REPORTS

The Contractor shall provide the regional Project Manager with a service report at the completion of each inspection or service call, noting the elevator(s) serviced, a description of the trouble and how repaired and any recommendations regarding the equipment. All deficiencies or repairs considered to be outside the scope of this contract shall be specifically described. Service reports shall be submitted to the regional Project Manager within five (5) working days.

#### XI. SERVICE CARDS

The Contractor shall prepare a “record of service” card for each elevator and post in a conspicuous place in each elevator machine room. The card format is optional with the Contractor, but shall contain at least the following information:

Elevator Maintenance—  
State Facilities (1999-2004)  
M3-512D

- A. Elevator serial number and Department of Labor elevator inspector's designation;
- B. Date when each preventive maintenance service and inspection (described in Technical Specification Section V) was performed;
- C. Signature or initials of elevator mechanic performing the work.

Card shall be maintained in each machine room during the life of the contract. At contract close-out, cards shall be delivered to the regional Project Manager.

END OF TECHNICAL SPECIFICATIONS